

ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND
POSITION DESCRIPTION

POSITION TITLE: MASTER TEACHING PARENT I
POSITION LOCATION: ASDB
POSITION REPORTS TO: Dean of Students
POSITION LEADS: Teaching Parents, Residential Service Assistants, and Live-ins

MINIMUM QUALIFICATIONS:

A minimum of a B.A. or B.S. in Special Education, Education, Social Work, Psychology, Rehabilitation, or related fields; at least two years experience as a Teaching Parent or an equivalent of residential experience; at least a Level B of CEASD or alternative certification for staff serving the blind or multiply disabled; ability to communicate on a professional level; ability to effectively communicate with both hearing and visually impaired students and staff; knowledge of communication channels within the different departments at ASDB; ability to handle emergency situations calmly and bring them to a swift conclusion; ability to carry out work responsibilities as outlined; certification in CPR and CIT or obtain within the first ninety (90) days of employment; such alternatives to the above as the Dean may deem appropriate.

PREFERRED QUALIFICATIONS:

Knowledge of and experience in the systematic instructional process including task analysis, data collection, and evaluation of progress to criterion; supervisory experience; course work/experience with students having multiple disabilities.

MAJOR DUTIES AND RESPONSIBILITIES:

Under the supervision of the Dean, is responsible for: coordination and implementation of routine paper work, residence maintenance and shift responsibilities, with authority to delegate work assignments to Teaching Parents, Residential Service Assistants, and Live-in staff; coordination and staff follow-through of residence hall behavior management programs, both group and individual, with authority to delegate program assignments; provides leadership and feedback to staff on behavior management problems; monitoring of data management systems to ensure appropriate evaluation and programming for all assigned students; report on staff performance and activities to the Dean and provide input regarding employee conferences and evaluations as needed. When assigned, be available to all residential staff to provide assistance, supervise individual or small groups of students; make decisions, and deal with emergencies; safely lift and transfer non-ambulatory students. Provide on-line in-service or training to staff in learning new procedures, equipment, etc. Monitor presence of staff on their assigned duty shifts and coordinate breaks. Act as a representative of the school in contacts with visitors and the public. Assist in lifting and transferring non-ambulatory students. Make recommendations on performance of Residential Service Assistants, Attendants, and some Live-ins. Other delegated responsibilities as assigned by the Dean.

SPECIAL CONDITIONS/REQUIREMENTS:

Must utilize appropriate personal protective equipment as required. Must obtain Level A certificate after one year of successful work as Master Teaching Parent.

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| PAY PLAN: <u>Classified</u> | GRADE: <u>12</u> | FLSA: <u>Non-Exempt</u> | DATE: <u>Revised: 7/2006</u> |
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